



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, October 27, 2003

MEMORANDUM FOR: Human Resources Directors

FROM: Kay Coles James
Director

Subject: Invitation To Attend Telework Training Event

I would like to invite you, or your designee, to attend a special meeting to be held on November 4, 2003, at the U.S. Office of Personnel Management (OPM) in the Alan K. Campbell Auditorium, 1900 E. Street, N.W., Washington, D.C. On that day, we will be holding an all day session to introduce telework coordinators to our exciting new package of telework training materials. Your telework coordinators have already been advised to save the date, and we hope they will be able to attend.

We hope you will be able to join us in the auditorium area for breakfast and opening remarks. Following the opening remarks, Ron Sanders, OPM's Associate Director for Strategic Human Resources Policy, will host a private intensive policy discussion in OPM's Pendleton Room. The discussion will focus on telework as a tool for the strategic management of human capital in context of the President's Management Agenda.

Please RSVP to Jacqueline Mayi, OPM, at jmayi@opm.gov or (202) 606-1099 to reserve your space for this special event. I hope you will be able to participate in the meeting.

CC: Chief Human Capital Officers